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**WEARE BOARD OF SELECTMEN
MEETING MINUTES**

June 21, 2010

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Naomi Bolton

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Jan Snyder, Sherry Burdick, George Malette, Jim Blouin, Paula Bellemore, Terry Knowles, Cheryl Wright, Jeff Wright

7:25 p.m. Chairman Clow called the meeting to order.

COMMITTEE ITEMS – Mr. George Malette, Building Committee (BC), informed the Board that the BC went over the letter to the Fire Marshall and there were no changes. They went through the checklist and broke it down into different categories. The Board gave Mr. Malette approval to put the letter into final form.

Mr. Malette informed the Board that he attended the Energy Conference and there are no energy grants available. He said there are software computer grants available. There is a new software program that allows the town to track their energy expenses. The software program is free, the initial input of the information is free and each year the town will be able to add information and keep track of any changes and any savings. The SNHPC will be notifying all towns of the software. Mr. Malette would like to go before the School Board to see if the schools are willing to put in all their energy usage and go through the same process.

Mr. Malette told the Board that Sherry Burdick is working on the specifications for the tin roof at Clinton Grove. He informed the Board that the painting contractor will not be holding up his contract to paint the Stone Building because he is concerned with lead paint and liability. There were no specifications originally done for painting the Stone Building, once they have the specifications complete they will bring it to the Board for approval to go out to bid.

APPOINTMENT TO PARC – Mr. Jim Blouin has been on PARC for many years and said that they are short volunteers and if he does not stay on there is no one to take his place. Vice Chairman Butt asked about the condition of the fields and asked if PARC could review and make recommendations regarding the fields. Mr. Blouin said that the fields are in fair condition. He said there is a lack of top soil on Bolton Field making it hard to grow grass; they do fertilize when they have the money. Ineson field has been fertilized and now has an irrigation system. Mr. Blouin said that they do what they can until the money runs out. The fields get a lot of use and the Lacrosse organization is now filling in holes and fertilizing after utilizing the Bolton Field. Vice Chairman Butt asked if there are any injuries on the field due to hardness. Mr. Blouin said no, it has not created any major problems. Chairman Clow asked if he thinks the fields are equalized in maintenance. Mr. Blouin said everything they have done at Bolton they did at Ineson. The Football and Lacrosse organizations that utilize Bolton Field do a lot of the work. The concession stand and score board at Bolton Field were not done by PARC. Mr. Blouin said there is a concession stand and score board at Ineson. He said that the infield surfaces on all the fields need work.

Vice Chairman Butt moved, Selectman Osborne seconded to appoint Jim Blouin as a member of PARC for a term of three years. Passed 5-0-0

PLC EASEMENT – Ms. Paula Bellemore told the Board she is seeking their approval to accept Executory Interest on two parcels going into conservation easements. Mrs. Bolton, Town Administrator, said received an

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email from Andy Fulton and he saw no issues with the language in the easements. There is no expenditure from the Weare Conservation Fund. Ms. Bellemore said both projects went before the Conservation Commission but the issue of Executory Interest did not. Executory Interest states that if PLC was to no longer exist then the Town of Weare would hold the easements. Ms. Bellemore said they will finalize language with the attorney's once they know the Board will be accepting the easements.

Selectman Lacasse moved, Selectman Osborne seconded to accept Executory Interest in a Conservation Easement held by the Piscataquog Land Conservancy on Map 408-60, a 20.47 acre forested lot on Mt. Dearborn Road owned by Verna Martin Revocable Trust, and on Map 408-63, a 12 acre lot owned by Terry Knowles, as outlined in the Conservation Easement Deeds. Passed 5-0-0

CLINTON GROVE SURVEY – Mrs. Cheryl Wright, 281 Hodgon Road, informed the Board they are responding to the letter claiming that the stone wall at Clinton Grove is the boundary line. Mrs. Wright said that she has done extensive research. She has a surveyed plot, dated 1989, and stated that according to the surveyed plot the boundary line extends 35 ft beyond the stone wall. Mrs. Wright referred to NH State Law, Chapter 478 and said for the town to claim the stone walls as a boundary they would have to have a registered plot. Mrs. Bolton, Town Administrator, said the town has a registered plot dated 1981. Mrs. Wright said they have 430 ft of frontage and their property line extends beyond the stone wall, there are two pins set.

Mrs. Bolton, Town Administrator, said that in looking at the deed it refers to just the lot number. She said that the metes and bounds talks about the 396.6 ft along the wall and down to an iron rod to 206 ft. Mrs. Bolton, Town Administrator, said match those numbers to what the Wright's deed states, the numbers are exactly the same. Mrs. Bolton, Town Administrator, said that the person who surveyed the Wright's lot did not show the stone wall. Mrs. Wright said that according to state law the survey would have to have been done after 1981. Mrs. Wright said according to the law the town would be under obligation to survey the property. She said she owns 35ft out to the road and had that confirmed by the surveyor and a forester. Mrs. Bolton, Town Administrator, said that the surveyor would not put that on paper.

Chairman Clow said they need expertise present to further discuss the issue. He said that the letter stated that nothing permanent be done until the boundary issue is resolved.

Mrs. Wright said her title insurance is involved in the issue. She stated that she will be putting up a fence. Chairman Clow asked that no fence be put up until the issue is resolved. Mrs. Wright wants to plant herbs and flowers, which will bring in money to her. Chairman Clow said he asks for status quo until the issue is resolved. Selectman Donison said that the town is confident that the stone wall is the boundary line and the Wrights are confident that they own 35 ft over the stone wall. Selectman Donison suggested that if the town has it surveyed and it shows that the boundary is not the stone wall then the town will pay for the survey, but if the boundary line is the stone wall then the Wright's will pay for the survey to be done.

Chairman Clow said that no Board member has a personal stake in the issue.

Selectman Lacasse would like to have the issue resolved soon. Vice Chairman Butt said he thinks they should have it resolved within a couple of weeks; they just need to find the money to have the survey done.

Mr. Wright is concerned with taking a long time to resolve the issue because of the fact that the town has been maintaining the parcel and if they do so for five years, then they can claim it.

Chairman Clow said this is an honest dispute and it needs to be resolved professionally. He said that the purpose of the letter was to assure nothing was done until the issue was resolved. Chairman Clow said they will make a decision and contact the Wright's.

The town has received bids for surveying that range from \$1,350 to \$1,800. The survey from the late 1800's was done by rods. Selectman Donison asked if it would be appropriate for the Road Agent and the Building Inspector to go to the site and take measurements. Vice Chairman Butt feels they should have a professional survey done. Selectman Lacasse feels the town is obligated to pay for the survey. Selectman Donison wants to go with the proposal that states it will set the pins.

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Selectman Lacasse moved, Selectman Osborne seconded to hire Dahlberg Land Services Inc to perform the surveying services as outlined in the estimate dated May 24, 2010 with one exception of waiving the 50% deposit to begin their work and include pin setting at a negotiated price. If Dahlberg Land Services Inc refuses to do the work as proposed the town will then hire Arthur F. Siciliano as outlined in his estimate dated May 20, 2010. The funds for the survey will come out of the legal budget and with the total not to exceed \$1,575. Passed 5-0-0

EX-OFFICIOS ON BOARDS, COMMITTEES AND COMMISSIONS

CIP Subcommittee	Vice Chairman Butt
Economic Development	Vice Chairman Butt
PARC	Selectman Osborne
Stone Fund	Selectman Osborne
Building Committee	Selectman Lacasse - member Selectman Donison - alternate
Planning Board	Chairman Clow
Heritage Commission	Selectman Donison

MANIFESTS

Chairman Clow moved, Selectman seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated, June 24, 2010. Passed 4-0-1 Selectman Lacasse abstained

Accounts payable	\$440,050.69	(Weare School \$419,130.00)
Gross Payrolls	<u>\$44,810.87</u>	(Includes Special Detail, Taxes, Credit Union)
Total	\$488,778.06	includes checks for lawn care that were held up at the approval of the last manifest

MEETING MINUTES

Chairman Clow moved, Selectman Osborne seconded to approve the minutes of June 7, 2010 as amended. Passed 5-0-0

Selectman Osborne moved, Vice Chairman Butt seconded to approve the minutes of June 14, 2010 as written. Passed 5-0-0

ADMINISTRATIVE REPORT – Mrs. Bolton, Town Administrator, said the Fire Department Dispatch contract needs to be signed. Vice Chairman Butt asked if Ray Eaton looked at other dispatch services. Mrs. Bolton, Town Administrator, said he did not look because he said they are happy with that dispatching company. Vice Chairman Butt feels they should look into others to see if there is a price difference. It is a year contract, billed monthly at \$860.74. The contract is dated April 1. The Board discussed putting the contract out for review. Chairman Clow is concerned with giving Goffstown more notice for budgeting purposes if they were to switch services. He suggests they do research and provide advanced notice if they decide to change.

The Board discussed how the contract can go into effect without their signatures; it was effective April 1. Chairman Clow said he did not know the contract was up. Mrs. Bolton, Town Administrator, said that she received it June 9. Vice Chairman Butt feels the Fire Chief is responsible for getting other prices for the contract. He feels the contract allows them to get out of it and stated that the money that is in the budget is based on Goffstown's quote. Selectman Lacasse would rather not sign the contract and take a week to obtain other prices.

Selectman Donison reviewed the price increases over the past 4-5 years; current budget is \$10,329, 2009 was \$9,500 and in 2008 the budget was \$6,500.

Mrs. Bolton, Town Administrator, said that Dick Ludders meet with SNHPC to obtain funds for the Conservation Commission (CC) to fix the crossings on River Road. The CC has sent a letter of support and are looking for a letter of support from the Board. This is the 604-B Grant Fund done through SNHPC and is part of the River Management and Protection Program. It is a state grant but the source of the funding is not known.

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Mrs. Bolton, Town Administrator, informed the Board that she received a progress report regarding the per diem Fire Department employees, done by Danny Gorham. They are now in the second month. There is one paramedic and one Weare personnel per shift to help with familiarizing with the town roads. The station is cleaner than ever before. The crews have responded to several medical calls and per diem personnel are all working well together and are always willing to help. Vice Chairman Butt would like statistical data, how many calls. Chairman Clow said there were still some intercept charges, which could have taken place on a weekend when a paramedic was not available.

Mrs. Bolton, Town Administrator, asked the Board about the Avitar software contract. Chairman Clow is not sure if they will be signing for the software without knowing what they are going to do with the Tax Collector position. The true cost for the software is calculated by the number of parcels in town.

Vice Chairman Butt said he spoke with Avitar and asked how much time the town has to spend uploading changes when money comes in. Mrs. Bolton, Town Administrator, said it takes only minutes to update who has paid for the day, so that people who are interested in who has paid their taxes the information will be up to date. Vice Chairman Butt said he thought they all agreed that without the software it was very time consuming for the staff to get the information. Selectman Donison asked who will be updating the software on a daily basis while they look for a Tax Collector. Vice Chairman Butt asked who will be answering the phones. Chairman Clow asked if a citizen's tax bill is public information and commented that this software will make it possible for the public to access. Vice Chairman Butt said it is currently public information; anyone wanting information on another citizen's taxes has the right to access the information.

The cost is \$.20 per parcel; there are 4,800 parcels but not all of them are billable.

Selectman Osborne said they should use the \$2,000 to get the Tax Collector a private room. She said in speaking with the Tax Collector, she feels the office needs to be separated. Vice Chairman Butt feels the cost associated with a separate room is too high. Selectman Osborne feels strongly about privileged information.

Chairman Clow said they need to look strongly at present positions and see if there is a possibility of combining responsibilities. Vice Chairman Butt feels the software is beneficial to whoever is in the position. It was discussed that they can let people know via voice mail that they can get up to date information online

Mrs. Bolton, Town Administrator, said she was informed by Kathy Seaver that they have 30 days to recommit the warrant to a new Tax Collector or Deputy Tax Collector.

Mrs. Bolton, Town Administrator, said that Ann Charbonneau was worried about having too many people having access on many levels and posting payments. She said they are currently marking a bill paid and hand writing a receipt and then when the bill is inputted a receipt is printed off. If someone wants to buy a printout then the Town Administrator or Finance Administrator come downstairs to do so. In the morning one of them puts all the payments in and in the afternoon all payments received need to be put in and posted. In New Boston if you were to go to the Tax Collector's office and it was her day off, there is a mailbox to make your deposit, no one else touches it, and she records the payments when she comes in.

Chairman Clow said they need to decide whether or not they are going ahead with the software.

Mrs. Bolton, Town Administrator, said there is a one time charge for installation to have Avitar update the website and provide training. It was discussed that Tina Connor would be trained if they don't have a Tax Collector and she would train whoever gets hired. Chairman Clow said he saw the software going hand in hand with Ann Charbonneau. Vice Chairman Butt thinks they can still purchase the software and have it uploaded. He hopes it will take care of some of the phone calls. The money to purchase the software would come from the Tax Collector salary line. Vice Chairman Butt said that when he went on New Boston's website they also had assessing information online. With all the information online it cuts down on phone calls, with no cost to the town. It would be accessible to realtors or those who pay for service, the public can access through the Town Office.

Selectman Donison moved, Selectman Lacasse seconded to proceed with an annual contract with Avitar for the proposal submitted on June 15, 2010 as part of the software purchase and installation agreement

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for the Tax Collector Internet Kiosk Program with the amount not to exceed \$2,000 and come out of the Tax Collector salary line item. Passed 4-1-0 Selectman Osborne was opposed

Vice Chairman Butt said there has to be discussion on how much information will be available. Selectman Lacasse said they show what is currently available now.

Chairman Clow said that he would be in favor of supporting grant 604-B. Selectman Lacasse stated that he would not be in favor and does not feel it is right to get money from different sources. He said that money to do projects in town needs to come from the town. Selectman Donison would like more information before voting. Chairman Clow said he trusts that PLC and the Conservation Commission know what they are applying for. He said if they don't apply for the grant someone else will, the funds are there whether they apply for the grant or not. Selectman Lacasse does not want to be part of the national debt problem. Chairman Clow asked the Town Administrator to find out where the money comes from and exactly what it is for. Selectman Lacasse said they should see the actual grant application.

CORRESPONDENCE – Selectman Osborne said that she is concerned with there being no signs on the offices. Mrs. Bolton, Town Administrator, mentioned the directory and said they are making the signs more professional. The project is not complete and she has ordered letters to complete the directory.

Vice Chairman Butt asked about doing a survey in general on job assignments within the building. Chairman Clow said they are, that is why they want to know responsibilities of other employees when considering the Tax Collector position.

Selectman Donison asked if they are in a situation with the Tax Collector. Mrs. Bolton, Town Administrator, said that the Tax Collector is only working this week.

Sharon DeStefano will be training for car registrations, she will be certified and will cover Maureen's vacation.

The Board discussed putting the job out and gathering applicants. The Board agreed to have the Town Administrator advertise the Tax Collector position at 28 hours per week, include the wage and state that the applicant is expected to do car registrations.

Selectman Donison moved, Selectman Lacasse seconded to enter into non public session @ 9:28 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Selectman Osborne recused herself from the non public session.

Selectman Donison moved, Selectman Lacasse seconded to come out of non public session @ p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Selectman Donison moved, Chairman Clow seconded to seal and restrict the minutes of the non-public pursuant to the authority granted in RSA 91-A:3 II. Passed 4-0-0

Selectman Butt moved, Selectman Donison seconded to adjourn at 10:00 p.m. Passed 4-0-0

A True Record.

Cherry Palmisano, Recording Secretary